

TPCAC EXECUTIVE COMMITTEE MEETING MINUTES

Friday, April 30, 2010
 Center for Tobacco Prevention and Control Policy
 4023 State Street, Conference Room
 1-701-328-5136
 Bismarck, ND
 10:00 AM

PARTICIPANTS: Kathy Mangskau, Pat McGeary, Javayne Oyloe
GUESTS:

Executive Director: Jeanne Prom
Secretary: Cami Bauman

<u>AGENDA ITEMS</u>	<u>DISCUSSION</u>	<u>OUTCOME/ACTION</u>
Call to Order		Kathy called the meeting to order at 9:59am.
Adoption of Agenda		Pat moved to adopt agenda, Javayne seconded. Motion carried.
Approval of Minutes	4/5/10 minutes: no corrections. 4/16/10 minutes: spelling correction on page 5.	Pat moved to approve 4/5/10 minutes, Javayne seconded. Motion carried. Pat moved to approve 4/16/10 minutes as corrected, Javayne seconded. Motion carried.
Executive Director Report <i>Status of Health Communications Position</i>	The top three candidates have been interviewed. Discussion of being able to certify candidates in order to avoid interviewing again if the chosen candidate should leave the position within 1 year.	Process will continue with Jeanne to make calls to check references.
<i>Status of Local Grant Application Submissions for FY 2011</i>	A majority of grant applications have been received.	Seven grant applications have not yet been received.
<i>Status of Local Grant Expenditure and Progress Report Submissions – Q3</i>	Southwestern District may have been submitted late – Jeanne will check.	All Q3 progress reports have been received.
<i>Update on School Policy/Meeting with NDSBA</i>	Meeting has not been scheduled yet.	Jeanne will continue to attempt to get meeting scheduled.

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<i>Health Communications Plan</i>	Most recent call was 4/29/10. Good progress is being made. Discussed 3 Objectives.	Jeanne and Javayne feel that the plan can be completed by 6/30/10.
<i>Update on Orientation Site Visits</i>	There have been no new site visits completed since the last meeting.	Richland County, Wells County and Foster County site visits still need to be completed.
<i>Grant Restriction Actions – Dickey and Nelson/Griggs</i>	Dickey County: Discussion regarding timeline and quality of submission. Nelson/Griggs: Jeanne completed desk audit and found that Donnie the Dinosaur was not paid out of Center funds.	Pat moved to approve with reservations due to limited TA available, Javayne seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried. Jeanne will follow up with Roxanne to communicate that the EC still has concerns regarding the work plan and would like to ensure that we work together to build a solid work plan for the next grant cycle. Javayne moved to lift restrictions, Pat seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried.
<i>Update on Communities Working on Local Ordinances</i>	Devils Lake poll and timeline discussed. Grand Forks is planning a strategy call that Jeanne hopes to be part of on 5/3/10. Minot is in the process of locating an assessment vendor. Bismarck has 4 of 6 Commission members that are supportive.	

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<i>Meetings with CDC</i>	Site visit draft agenda reviewed. Discussed what Center hopes to achieve during site visit, including clarification of staffing and roles of both Center and DoH.	Open Meeting Notice to be submitted. Javayne will attend Thursday afternoon and all day Friday. CDC will send written report to DoH and Center after visit.
<i>Evaluation Plan</i>	CDC representative has been identified.	Jeanne will schedule call.
Old Business <i>Reprogramming Requests:</i> <i>Cavalier County</i> <i>Central Valley</i> <i>April 21-22 Policy Training/Set Debrief with Trainers</i> <i>Key Points from the Meeting with Administrators and DoH</i>	<p>Discussion included clarification that signs are all Quitline promotion.</p> <p>Discussed clarification of request for local media to promote smokefree.</p> <p>Overall feeling is that the training went very well. There were 44 tobacco control personnel trained over the 2 days. Discussed conducting a more advanced policy training possibly in the fall. Also discussed a possible Media Advocacy training in October.</p> <p>Discussion of main points and how each entity came across during the meeting. Discussion included local concerns, future roles of Center and DoH and how/why those roles have</p>	<p>No action at this time because Cavalier County may choose to reprogram for PETF. The request will be combined and resubmitted as a single request rather than separate.</p> <p>Need follow up on unsatisfactory billboard design. No action at this time due to need for more detail.</p> <p>Kathy and Jeanne will get together to set debriefing. Trainers will send written report after the debriefing.</p> <p>Talking points and supporting documentation will be assembled for future use in various meetings and situations. Cami will transcribe portions of the meeting for reference. Cami will send final AC meeting minutes to List</p>

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<i>Key Points for CDC Meetings</i>	<p>evolved over the past year.</p> <p>Discussion on talking points and staffing matrix. Discussed how we can partner with DoH to support policy efforts for CDC/Center grantees.</p>	<p>Serve and Administrators in order to keep locals in the loop.</p> <p>Kathy will begin a staffing matrix. Javayne will begin to assemble talking points. Will discuss Evaluation Plan with CDC during meeting.</p>
<i>Staffing of Center/Changes with DoH</i>	<p>Discussion on how to approach the Legislature regarding staffing for the future.</p>	<p>Kathy will begin a staffing matrix.</p>
<i>Review of Fiscal Agent Contract</i>	<p>Discussion of Fiscal Agent Contract including need for PRS to be added to contract. Also need to find out how much of Lonnie's time is available to the Center and whether someone else will be able to access PRS in the future. Discussion regarding needing a full time accountant prior to Legislative Session and how to approach the topic with DoH.</p>	<p>Kathy will look back to MOA for any other fiscal components and revise contract to offer to DoH. Jeanne and Kathy will set a date for meeting with DoH regarding fiscal contract and plans.</p>
<i>Policy Training/Technical Assistance Center/Kelly Schmidt Contract</i>	<p>Discussion included the fact that we will do this as a grant rather than a PSA. Drafts of the budget, proposal and timeline were reviewed. Discussed the desire for monthly progress reports and minimum of quarterly billings from Minot State University.</p>	<p>Kathy will review documents and verbiage may be changed to reflect grant rather than PSA. Jeanne will begin writing contract. Pat moved to approve moving forward with grant contract with Minot State University for Tobacco Policy and Environmental Change in the amount of approximately \$200,000, Javayne seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried.</p>

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<i>Development of Year 2 Work Plan/Update State Plan – May 13</i>	Discussion on cessation objective rewrite. There will be 4 hours designated for Year 2 Work Plan development during the Advisory Committee meeting on 5/13/10.	Kathy will confirm with Judy Stephany. Jeanne and Kathy meet with the DoH cessation group on 5/3/10 to rewrite cessation objective.
<i>Budgeting for Best Practice Components – Cessation Spending</i>	Discussion regarding being asked to change contracts due to overspending in cessation. Discussion regarding AAR in Bismarck – St. Alexius.	Kathy and Jeanne will discuss spending with DoH cessation group at 5/3/10 meeting.
<i>Center Records Management</i>	Discussion tabled.	
<i>July ANR/CTFK Tobacco Policy Training – July 15</i>	Discussed adding media advocacy training to the July session.	Pioneer Room has been reserved for 7/15/10 training. We will ask CDC for recommendation regarding media advocacy trainers.
<i>ALA Position</i>	Kathy and Jeanne spoke to Pat and Penny at ALA regarding the position. There are 2 very good candidates. Kathy provided ALA information on salary range.	Jeanne and Kathy will work on drafting a grant RFA. Kathy will talk to CDC to see how they word partner grants.
<i>Meetings with Legislative Council and OMB Budget Analyst: 2011-13 Budget</i>	Discussion regarding Jeanne and Kathy's meeting with Legislative Council and OMB Budget Analyst. Review of Legislative Intent.	Final answers have been emailed to all EC members.
New Business <i>Grand Forks Letter</i>	Discussed revisions to Grand Forks letter to the editor.	Pat moved to submit revised letter to City of Grand Forks newspaper in support of their new city ordinance, Javayne seconded. Roll

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<i>Nexus Meeting</i>	Discussed revisions to contract including adding \$25,250 to budget due to the changes we have requested to the services and the addition of 5 more quarters to the contract. This amount includes \$20,000 for development of specifications and cost estimate for new system.	call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried. Kathy will make agreed upon revisions, add EC description, signatures and contact information and send out by 5/3/10. Javayne moved to approve new budget, Pat seconded. Roll call vote: Pat – aye, Javayne – aye, Kathy – aye. Motion carried.
<i>Grant Review Process and Forms</i>	Review and discussion of draft Grant Review Forms, agenda and schedule. Budget calculations divided among EC members. Discussed summary of each grantee to be given by Jeanne. Discussed how to handle late submissions.	Kathy will email cover letter, final forms and information for Grant Review Packet to Cami. Cami will print, copy and compile packets for each AC member and Jeanne. Packets will be delivered or mailed to AC by 5/4/10. Cami and Jeanne will complete Determination of Responsiveness for each application. Cami will check on location for review sessions. Cami will send deadline reminder over List Serve.
<i>Meeting with DoH Cessation Staff – Update Goal 3 – 5/3/10</i>	For more detail, see discussion under Old Business: Development of Year 2 Work Plan/Update State Plan – May 13 and Budgeting for Best Practice Components – Cessation Spending	Meeting is scheduled for 5/3/10.

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<p><i>Accounting Reports – October-December 2009, January-March 2010</i></p> <p><i>Executive Committee Job Descriptions</i></p> <p><i>Community Intervention Coordinator Job Description</i></p>	<p>Discussion tabled.</p> <p>Discussion tabled.</p> <p>Discussed need for legal approval from Edward Erickson prior to hiring/contracting.</p>	<p>Kathy will email Edward Erickson regarding legalities. Kathy will email CIC information to Javayne. Javayne will begin working on job description.</p>
<p>Identification of Next Priority Areas</p>	<p>Discussion regarding next priority areas.</p>	<p>Next priority areas include:</p> <ul style="list-style-type: none"> - HCC job offer and computer order - Evaluation Planning - Grant Review Packets out - Kelly Schmidt contract - Prep for CDC meeting - CIC job description draft - Email to Edward Erickson regarding FTE issue - Grand Forks letter to the editor
<p>Projects Pending</p>		<p>Pending projects include:</p> <ul style="list-style-type: none"> - Health Communication RFP - Evaluation RFP - Center Monthly Progress Report - Center Policies - Advocacy for Legislative Session - Meeting on School Policy
<p>Ongoing Program Implementation</p>	<p>Discussion tabled.</p>	<ul style="list-style-type: none"> - Special Initiative Grants – Disparate and Special Population Groups - Application Process, Amounts, Promotion, Deadlines
<p>Other Business</p>		

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<i>Next Meeting – 5/14/10</i>	Discussed AC and EC meeting schedule: 5/12/10 – Grant Review Session 5/13/10 – Advisory Committee meeting and Year 2 Work Plan Development 5/14/10 – Executive Committee meeting needs to be rescheduled.	Reschedule Executive Committee meeting from Friday, 5/14/10 to Monday, 5/17/10 from 9:00am to 12:00pm.
Remuneration		Forms completed and turned in.
Adjourn		Meeting adjourned at 2:08pm.